

MEMORANDUM FOR APPENDIX (REF ID: A67100)
RE: RECORDS SCHEDULE FOR RECORDS HELD BY THE
GENERAL ACCOUNTING OFFICE

2 AUG 1957

Mr. Allen K. Humphrey
Chief, Records Management and Services Branch
Office of Administrative Services
General Accounting Office
Washington 25, D. C.

Dear Mr. Humphrey:

Reference is made to your letter B-45100 dated 26 October 1953, regarding the retention period of various fiscal and accounting records that are maintained by this Agency for the General Accounting Office pursuant to the provisions of the Budget and Accounting Procedures Act of 1950.

It is the desire of this Agency to apply the retention and destruction periods as set forth in the General Records Schedules to the fiscal and accounting records that are retained for administrative use.

We wish to schedule for disposal certain records in addition to those approved by you for disposition in 1953. It will be appreciated if you would indicate on the attached Standard Form 115 in Column 10 the length of time that these records should be retained in the Agency before they are destroyed.

Sincerely yours,

[Redacted]

25X1A9a

R. R. Saunders
Comptroller

Attachment:

HM/bay

Distribution:

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